ECOMP For National Guard Technician Employees

ECOMP

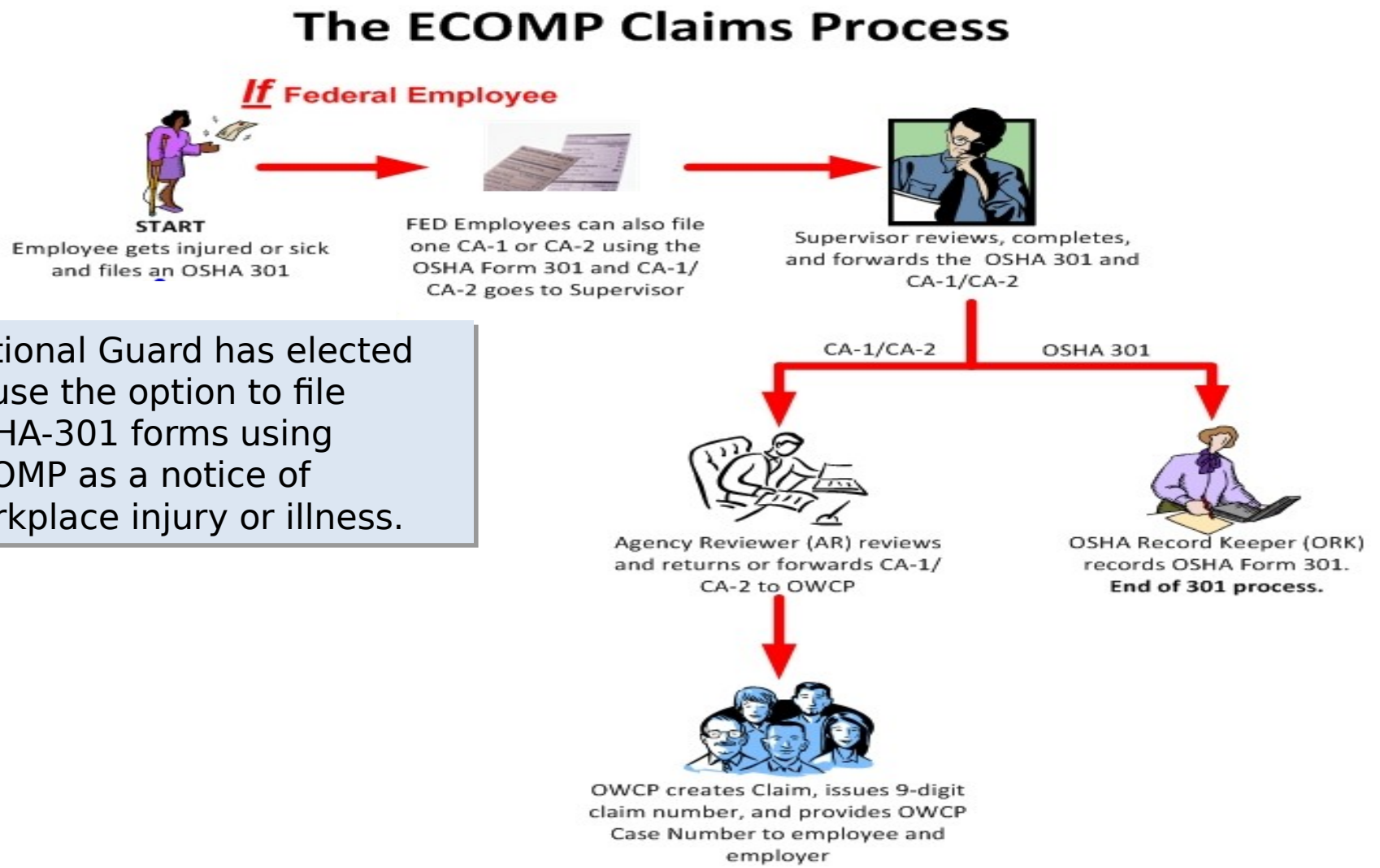
This training will provide employees with the steps necessary to submit OSHA-301 forms and CA-1/CA-2 forms using the Department of Labor application ECOMP.

ECOMP

- ECOMP is a Department of Labor application that will allow DOD to file OSHA-301, CA-1, CA-2, and CA-7 forms electronically.
- ECOMP will be replacing the current EDI method DOD uses to file claims electronically.
- This switch will affect employees, supervisors, injury comp specialists, and safety personnel.

ECOMP's Workflow

National Guard has elected to use the option to file OSHA-301 forms using ECOMP as a notice of workplace injury or illness.


The ECOMP Claims Process
If Federal Employee
START
Employee gets injured or sick and files an OSHA 301
FED Employees can also file one CA-1 or CA-2 using the OSHA Form 301 and CA-1/ CA-2 goes to Supervisor
Supervisor reviews, completes, and forwards the OSHA 301 and CA-1/CA-2
CA-1/CA-2
OSHA 301
Agency Reviewer (AR) reviews and returns or forwards CA-1/ CA-2 to OWCP
OSHA Record Keeper (ORK) records OSHA Form 301.
End of 301 process.
OWCP creates Claim, issues 9-digit claim number, and provides OWCP Case Number to employee and employer

Benefits of using ECOMP

- Employee can file a claim from home and submit to their supervisor. They do not have to use a computer at work or sit with their supervisor in order to file a claim.
- Documents supporting the claim can be uploaded at the time the claim is entered by the employee. This means that crucial information will be seen by the Claims Examiner when the claim is submitted, speeding up adjudication of the claim.
- Employees can log into ECOMP and view and print copies of claim forms when necessary.

Benefits of using ECOMP

- Employees can check status of claim submission and will receive claim numbers when assigned by DOL.
- Claim numbers are received more quickly from DOL allowing medical providers to bill OWCP and thus reduce any problems when providers want to initially submit bills after treatment.

Alternate methods of filing

- If a claim cannot be filed by the employee using ECOMP, there are alternate methods of filing the claim with DOL.
  - The agency can elect to have agency personnel (Injury Compensation Specialist) file a claim on behalf of an employee. This will be an agency decision and will most likely be done on a case by case basis that is dependent upon specific circumstances.
  - Hard copy claim form can be processed through the agency and sent to DOL.

Employee Registration

- **Employees must first register and create an account in ECOMP in order to file a claim. During registration, the employee will select their Department/Agency/Duty Station & enter Supervisor E-mail address**.
- Employee uses the Internet at any computer to access the ECOMP URL www.ecomp.dol.gov
- They can then use this account whenever they file subsequent claims using a User ID and Password established when they register.

Employee Registration

- The application guides the employee through the process for ease of use.
- Passwords can be reset using security questions set up during registration so employees do not have to worry about forgotten passwords.
- Employees can use their home computer, if they so desire, to file the required forms.

https://www.ecomp.dol.gov/

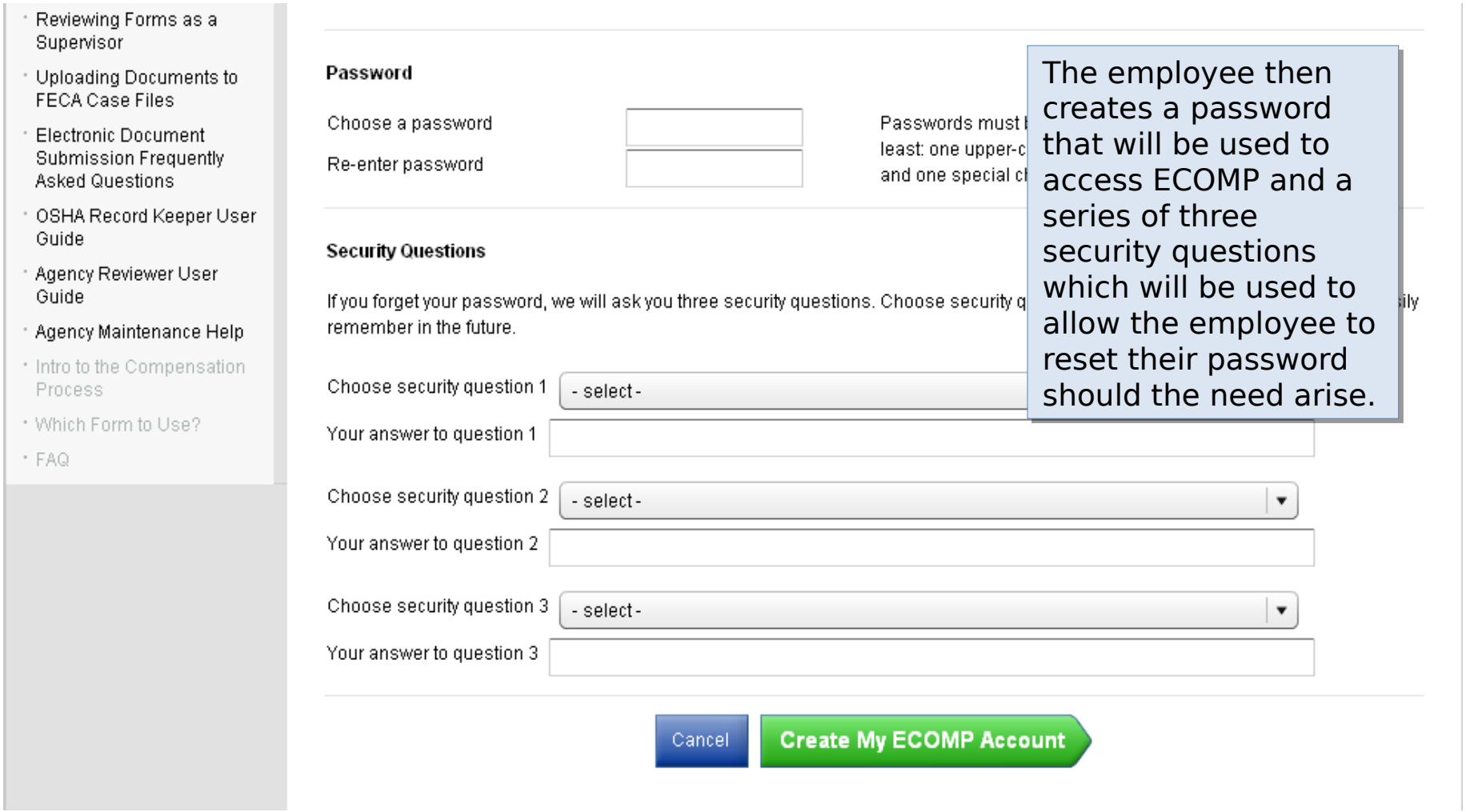
UNITED STATES DEPARTMENT OF LABOR
ECOMP
ECOMP Home
File a Form
Upload Document
Register with ECOMP
ECOMP
You are not currently signed in | Sign In | Register
ECOMP Home
Employees & Claimants
File New Form
Access Existing Form
Claim Status (CQS)
Track Status
Case Stakeholders
Upload Document to an Existing Case
Agency Query System (AQS)
Reviewers
Agency Reviewers
OSHA Record Keepers
Administration
Agency Maintenance
ECOMP/DFEC Administrator
Help
About
How to File a Form
About Accessibility and 508 Compliance
Filing Forms as an Injured Worker
Reviewing Forms as a Supervisor
Uploading Documents to FECA Case Files
Electronic Document Submission Frequently Asked Questions
OSHA Record Keeper User
Welcome to ECOMP
The Employees' Compensation Operations & Management Portal
UNITED STATES DEPARTMENT OF LABOR
Have you been hurt on the job?
If you are a Federal Employee or a Contractor and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.
If you are a Federal Employee you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing OSHA's Form 301, then file a claim using either form CA-1 (for traumatic injury) or form CA-2 (for occupational disease). After you have received an official FECA case number, you may also file form CA-7 (Claim for Compensation).
File a Form
Sign In / Register
Need to upload a document?
Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.
Do not upload OWCP forms or medical bills!
Forms or bills submitted as uploads will not be processed. Submit medical bills here.
Access Case & Upload Document
Track status of form or document
Enter ECN or DCN
Go!
The employee will click on the Sign in/Register button to start the registration process

Employee Registration

The employee will then enter information to create their account. This information will include their name, phone, SSN, and email address where they want any claim notifications to be sent. For WV Technicians, the appropriate Department, and Agency are displayed to the right. The duty station auto-populates.

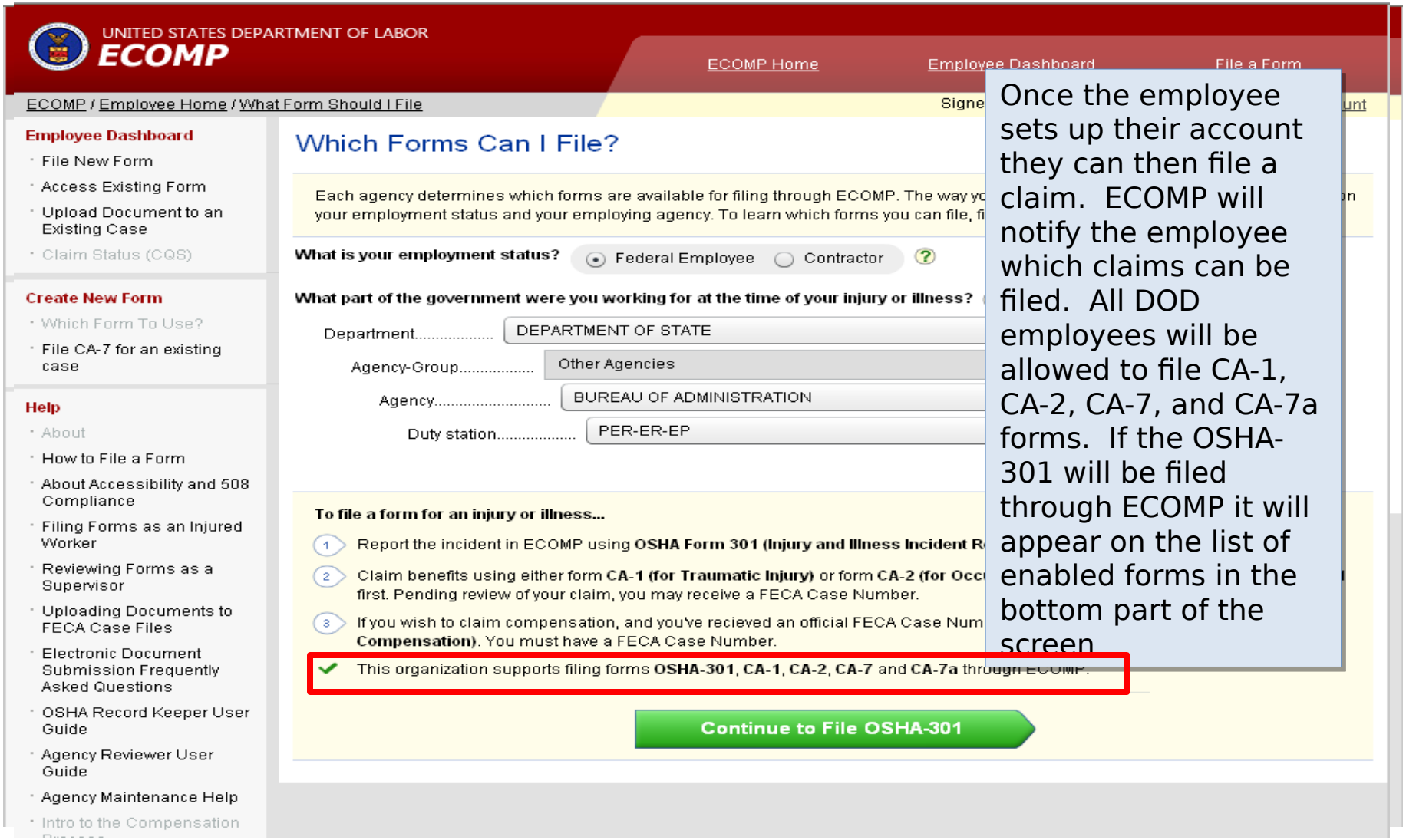
Next, **enter the immediate supervisors email address**. This email address will determine

Employee Registration


Reviewing Forms as a Supervisor
Uploading Documents to FECA Case Files
Electronic Document Submission Frequently Asked Questions
OSHA Record Keeper User Guide
Agency Reviewer User Guide
Agency Maintenance Help
Intro to the Compensation Process
Which Form to Use?
FAQ
Password
Choose a password
Re-enter password
Passwords must
least: one upper-c
and one special c
Security Questions
If you forget your password, we will ask you three security questions. Choose security q
remember in the future.
Choose security question 1
- select -
Your answer to question 1
Choose security question 2
- select -
Your answer to question 2
Choose security question 3
- select -
Your answer to question 3
Cancel
Create My ECOMP Account

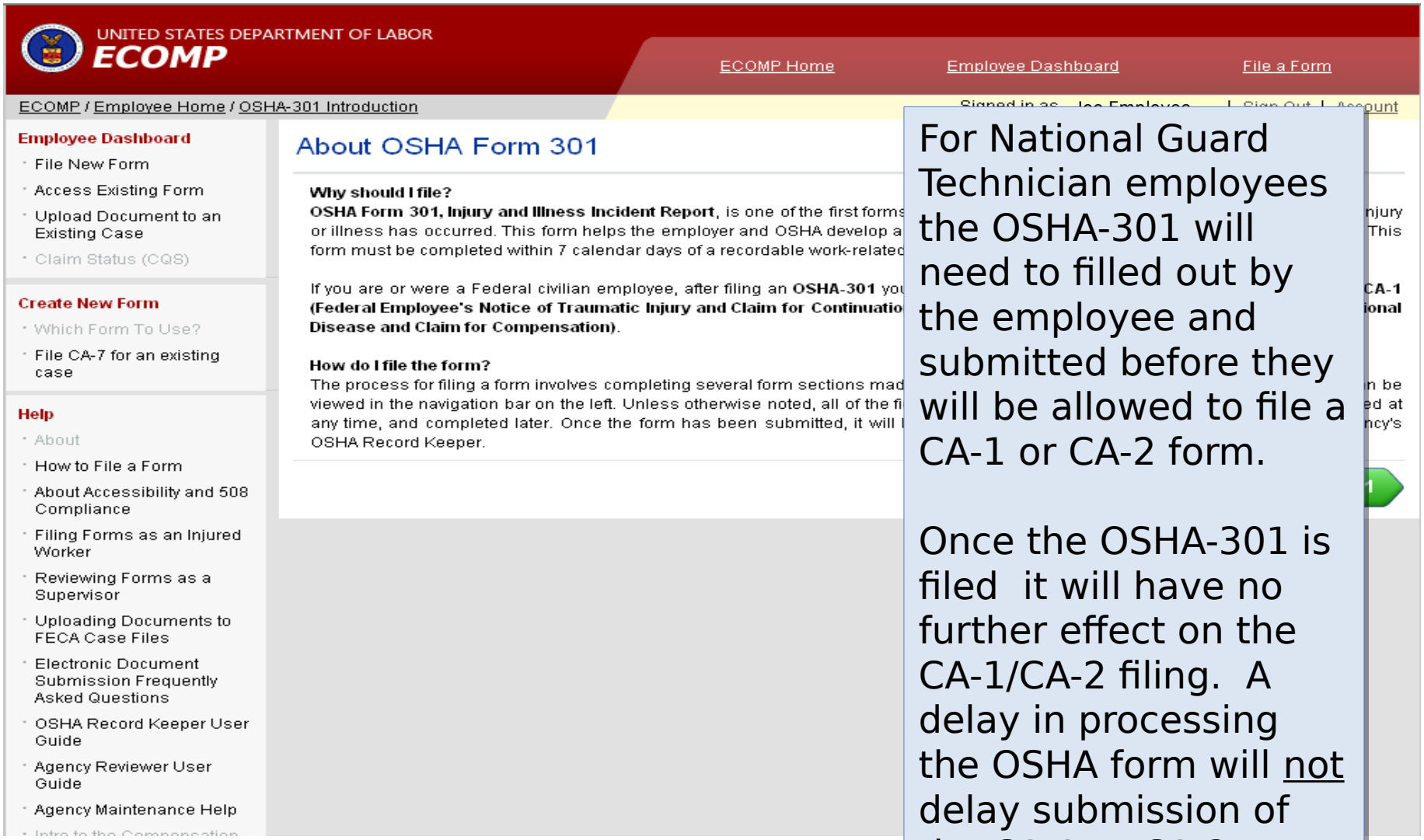
The employee then creates a password that will be used to access ECOMP and a series of three security questions which will be used to allow the employee to reset their password should the need arise.

Filing an OSHA 301: Employee Portion


UNITED STATES DEPARTMENT OF LABOR
ECOMP
ECOMP Home
Employee Dashboard
File a Form
ECOMP / Employee Home / What Form Should I File
Employee Dashboard
File New Form
Access Existing Form
Upload Document to an Existing Case
Claim Status (CQS)
Create New Form
Which Form To Use?
File CA-7 for an existing case
Help
About
How to File a Form
About Accessibility and 508 Compliance
Filing Forms as an Injured Worker
Reviewing Forms as a Supervisor
Uploading Documents to FECA Case Files
Electronic Document Submission Frequently Asked Questions
OSHA Record Keeper User Guide
Agency Reviewer User Guide
Agency Maintenance Help
Intro to the Compensation
Which Forms Can I File?
Each agency determines which forms are available for filing through ECOMP. The way yo
your employment status and your employing agency. To learn which forms you can file, fi
What is your employment status?
Federal Employee
Contractor
What part of the government were you working for at the time of your injury or illness?
Department..... DEPARTMENT OF STATE
Agency-Group..... Other Agencies
Agency..... BUREAU OF ADMINISTRATION
Duty station..... PER-ER-EP
To file a form for an injury or illness...
1 Report the incident in ECOMP using OSHA Form 301 (Injury and Illness Incident R
2 Claim benefits using either form CA-1 (for Traumatic Injury) or form CA-2 (for Occ
first. Pending review of your claim, you may receive a FECA Case Number.
3 If you wish to claim compensation, and you've recieved an official FECA Case Num
Compensation). You must have a FECA Case Number.
This organization supports filing forms OSHA-301, CA-1, CA-2, CA-7 and CA-7a through ECOMP.
Continue to File OSHA-301

Once the employee sets up their account they can then file a claim. ECOMP will notify the employee which claims can be filed. All DOD employees will be allowed to file CA-1, CA-2, CA-7, and CA-7a forms. If the OSHA-301 will be filed through ECOMP it will appear on the list of enabled forms in the bottom part of the screen

Filing an OSHA 301: Employee Portion


UNITED STATES DEPARTMENT OF LABOR
ECOMP
ECOMP Home
Employee Dashboard
File a Form
ECOMP / Employee Home / OSHA-301 Introduction
Employee Dashboard
File New Form
Access Existing Form
Upload Document to an Existing Case
Claim Status (CQS)
Create New Form
Which Form To Use?
File CA-7 for an existing case
Help
About
How to File a Form
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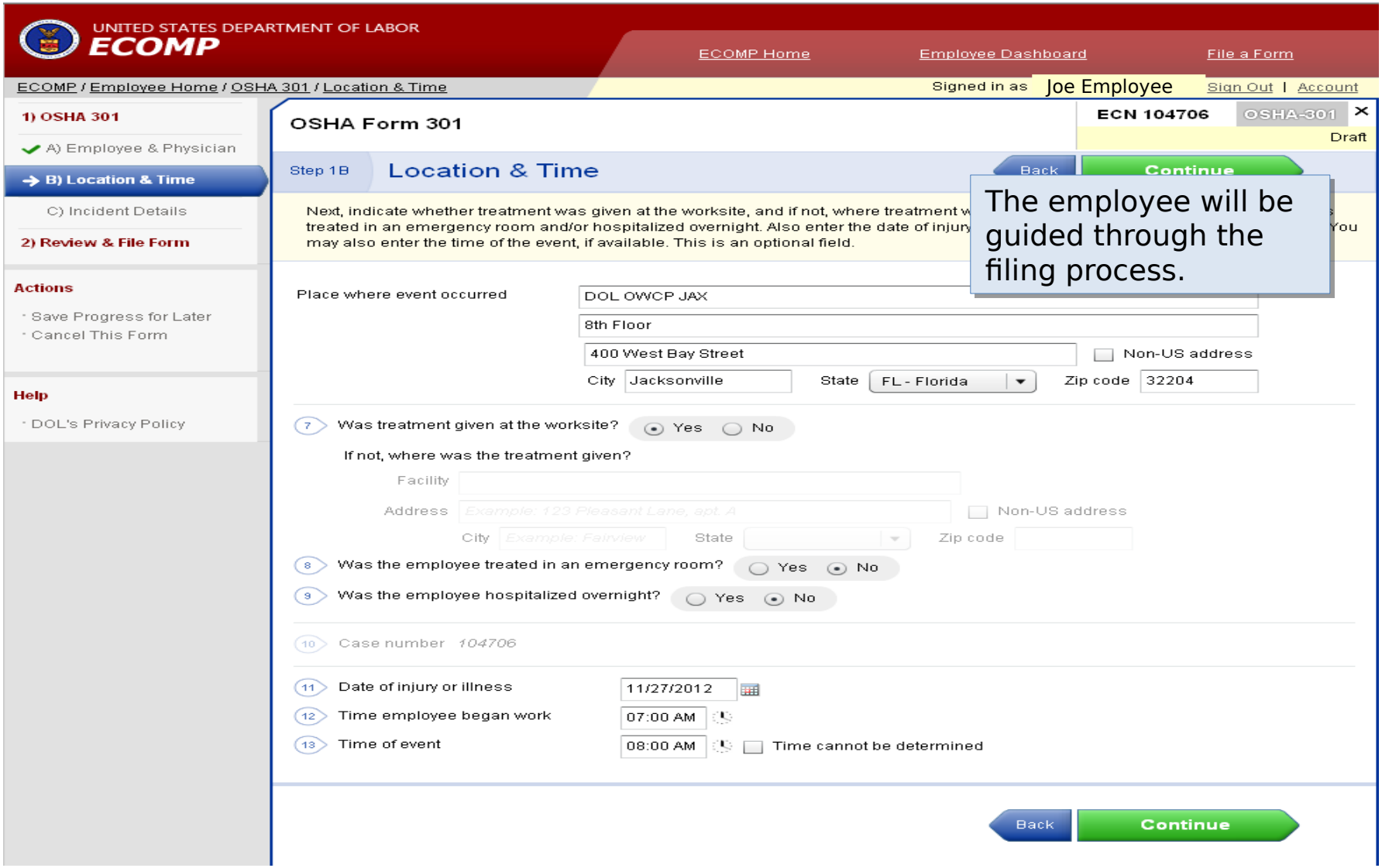
Uploading Documents to FECA Case Files
Electronic Document Submission Frequently Asked Questions
OSHA Record Keeper User Guide
Agency Reviewer User Guide
Agency Maintenance Help
About OSHA Form 301
Why should I file?
OSHA Form 301, Injury and Illness Incident Report, is one of the first forms
or illness has occurred. This form helps the employer and OSHA develop a
form must be completed within 7 calendar days of a recordable work-related
If you are or were a Federal civilian employee, after filing an OSHA-301 you
(Federal Employee's Notice of Traumatic Injury and Claim for Continuatio
Disease and Claim for Compensation).
How do I file the form?
The process for filing a form involves completing several form sections mad
viewed in the navigation bar on the left. Unless otherwise noted, all of the fi
any time, and completed later. Once the form has been submitted, it will
OSHA Record Keeper.

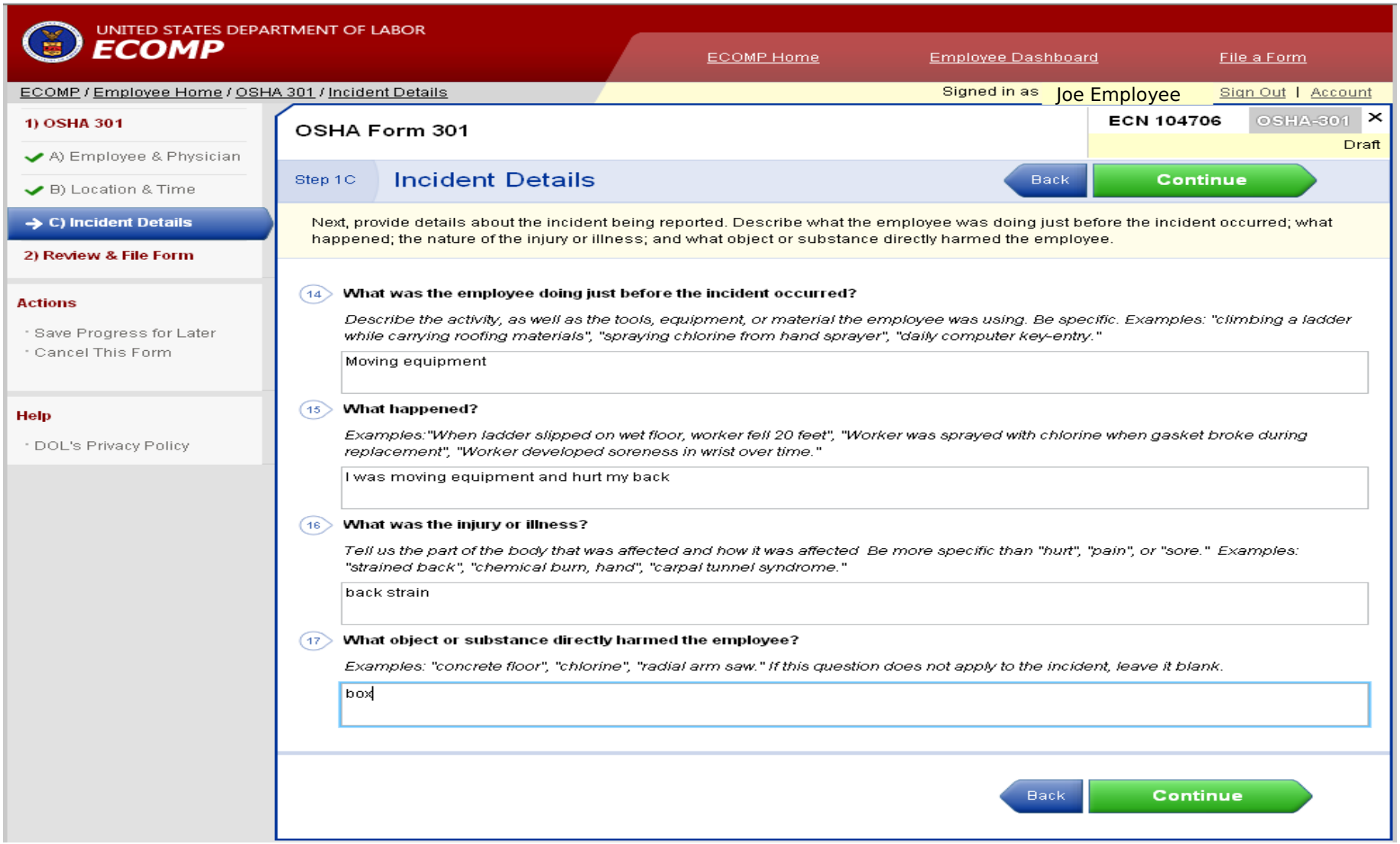
For National Guard Technician employees the OSHA-301 will need to filled out by the employee and submitted before they will be allowed to file a CA-1 or CA-2 form.

Once the OSHA-301 is filed it will have no further effect on the CA-1/CA-2 filing. A delay in processing the OSHA form will <u>not</u> delay submission of the CA-1 or CA-2

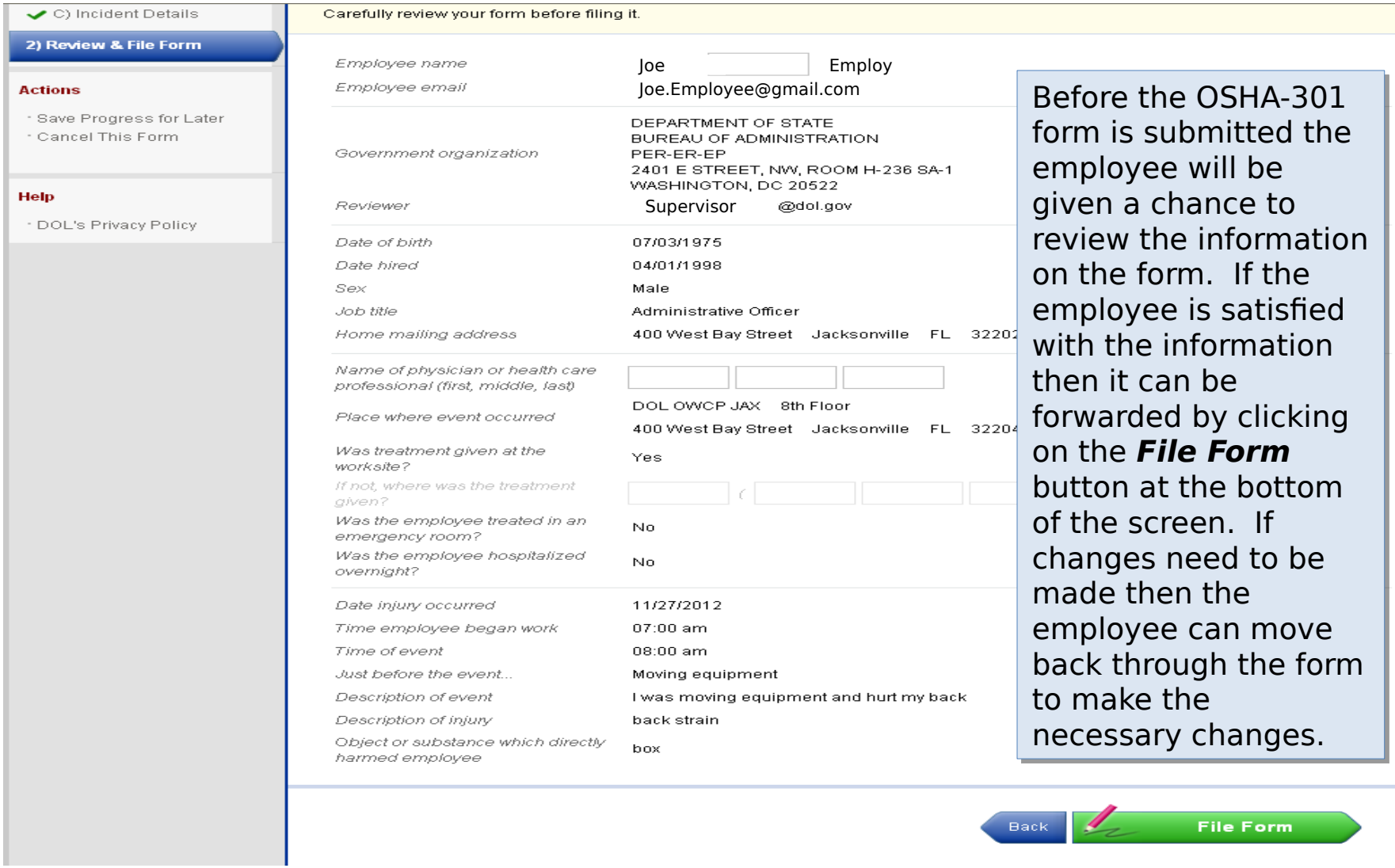
Filing an OSHA 301: Employee Portion


UNITED STATES DEPARTMENT OF LABOR
ECOMP
ECOMP Home
Employee Dashboard
File a Form
ECOMP / Employee Home / OSHA 301 / Location & Time
Signed in as Joe Employee
Sign Out | Account
1) OSHA 301
A) Employee & Physician
B) Location & Time
C) Incident Details
2) Review & File Form
Actions
Save Progress for Later
Cancel This Form
Help
DOL's Privacy Policy
OSHA Form 301
ECN 104706
OSHA-301
Draft
Step 1B
Location & Time
Back
Continue
Next, indicate whether treatment was given at the worksite, and if not, where treatment w
treated in an emergency room and/or hospitalized overnight. Also enter the date of injury
may also enter the time of the event, if available. This is an optional field.
You
The employee will be guided through the filing process.
Place where event occurred
DOL OWCP JAX
8th Floor
400 West Bay Street
Non-US address
City Jacksonville
State FL - Florida
Zip code 32204
7 Was treatment given at the worksite? Yes No
If not, where was the treatment given?
Facility
Address Example: 123 Pleasant Lane, apt. A
Non-US address
City Example: Fairview
State
Zip code
8 Was the employee treated in an emergency room? Yes No
9 Was the employee hospitalized overnight? Yes No
10 Case number 104706
11 Date of injury or illness 11/27/2012
12 Time employee began work 07:00 AM
13 Time of event 08:00 AM
Time cannot be determined
Back
Continue

Filing an OSHA 301 : Employee Portion

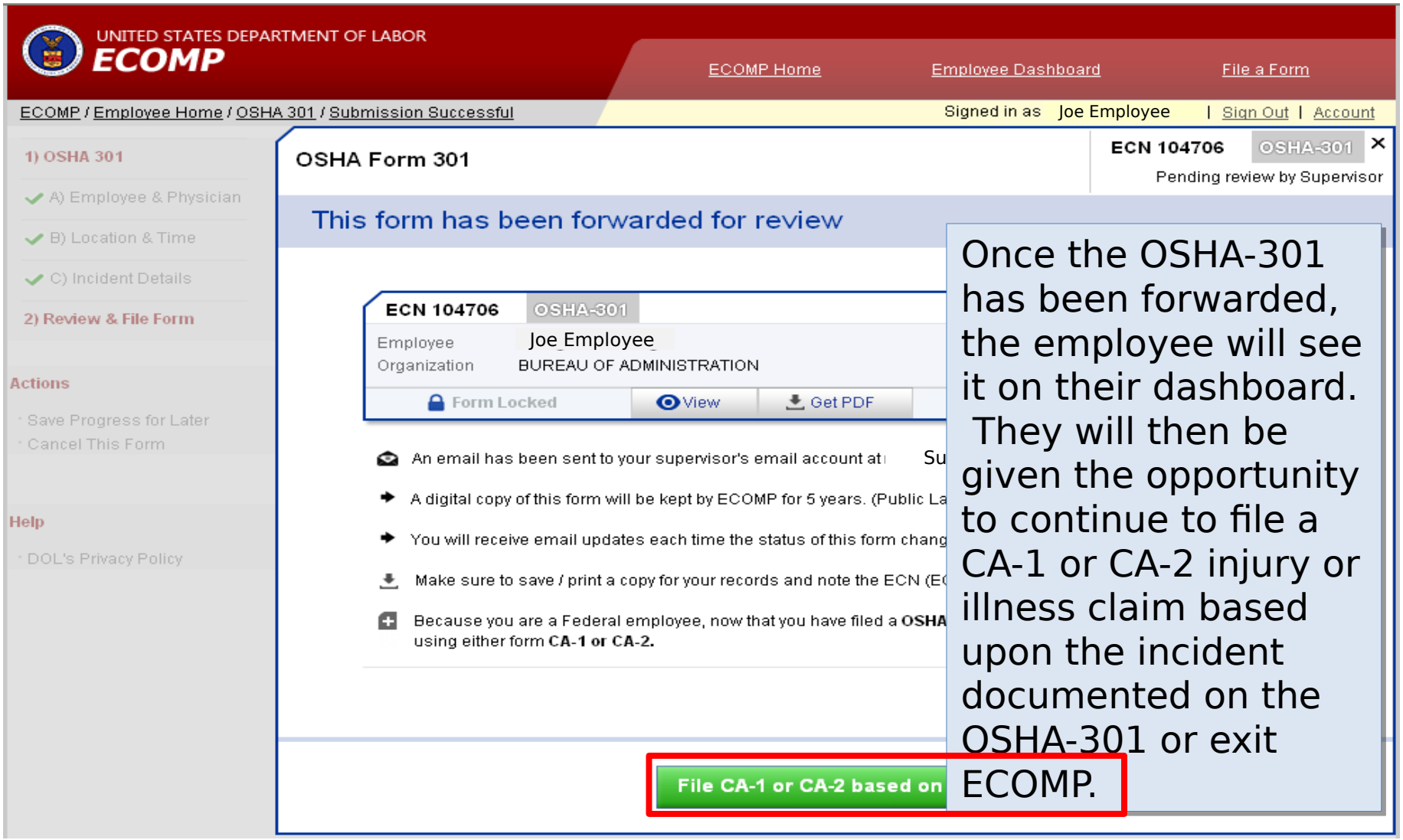

UNITED STATES DEPARTMENT OF LABOR
ECOMP
ECOMP Home
Employee Dashboard
File a Form
ECOMP / Employee Home / OSHA 301 / Incident Details
Signed in as Joe Employee
Sign Out | Account
1) OSHA 301
A) Employee & Physician
B) Location & Time
C) Incident Details
2) Review & File Form
Actions
Save Progress for Later
Cancel This Form
Help
DOL's Privacy Policy
OSHA Form 301
ECN 104706
OSHA-301
Draft
Step 1C
Incident Details
Back
Continue
Next, provide details about the incident being reported. Describe what the employee was doing just before the incident occurred; what happened; the nature of the injury or illness; and what object or substance directly harmed the employee.
14 What was the employee doing just before the incident occurred?
Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials", "spraying chlorine from hand sprayer", "daily computer key-entry."
Moving equipment
15 What happened?
Examples:"When ladder slipped on wet floor, worker fell 20 feet", "Worker was sprayed with chlorine when gasket broke during replacement", "Worker developed soreness in wrist over time."
I was moving equipment and hurt my back
16 What was the injury or illness?
Tell us the part of the body that was affected and how it was affected Be more specific than "hurt", "pain", or "sore." Examples: "strained back", "chemical burn, hand", "carpal tunnel syndrome."
back strain
17 What object or substance directly harmed the employee?
Examples: "concrete floor", "chlorine", "radial arm saw." If this question does not apply to the incident, leave it blank.
box
Back
Continue

Filing an OSHA 301 : Employee Portion



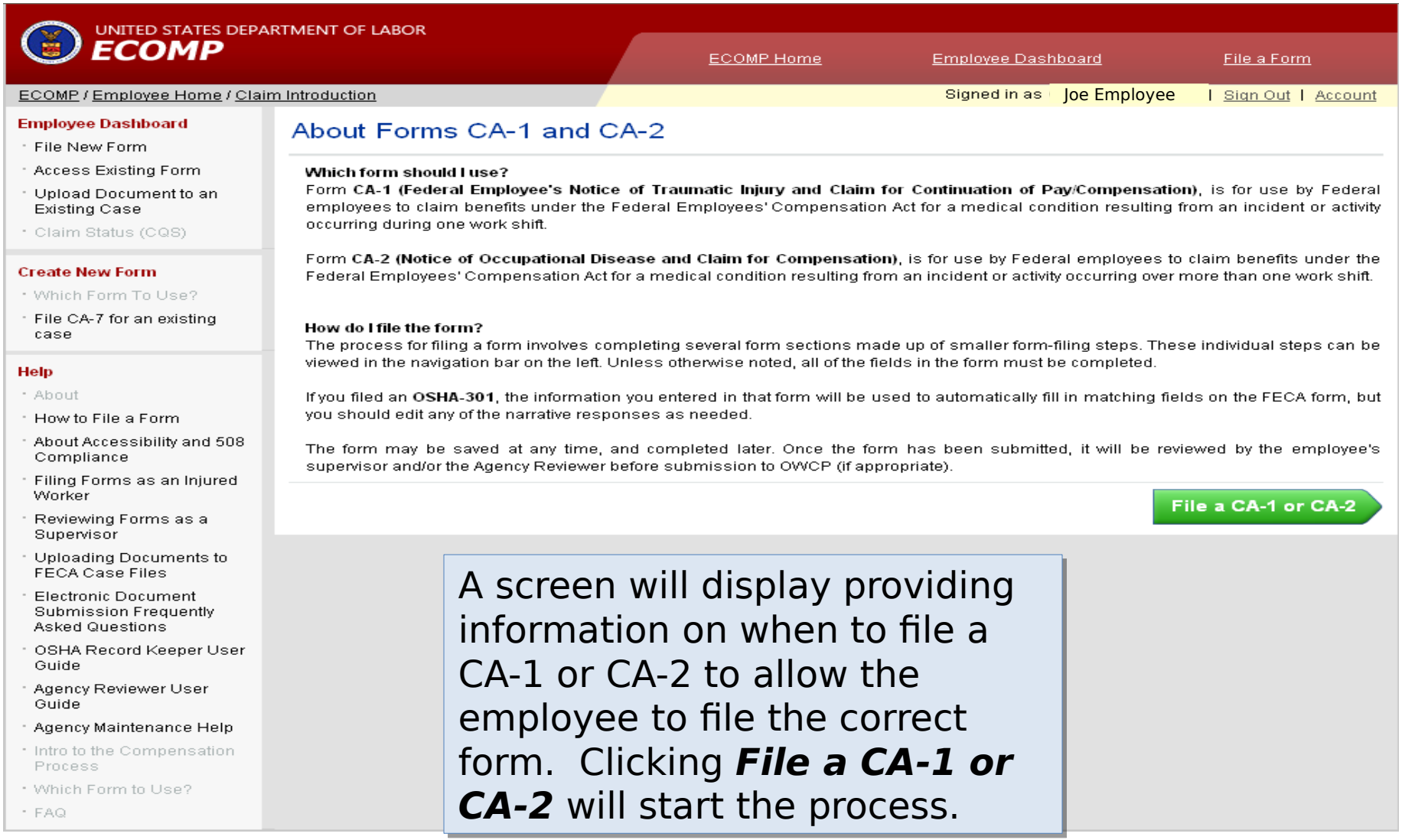
Before the OSHA-301 form is submitted the employee will be given a chance to review the information on the form. If the employee is satisfied with the information then it can be forwarded by clicking on the ***File Form*** button at the bottom of the screen. If changes need to be made then the employee can move back through the form to make the necessary changes.

Filing an OSHA 301 : Employee Portion


UNITED STATES DEPARTMENT OF LABOR
ECOMP
ECOMP Home
Employee Dashboard
File a Form
ECOMP / Employee Home / OSHA 301 / Submission Successful
Signed in as Joe Employee | Sign Out | Account
1) OSHA 301
A) Employee & Physician
B) Location & Time
C) Incident Details
2) Review & File Form
Actions
Save Progress for Later
Cancel This Form
Help
DOL's Privacy Policy
OSHA Form 301
ECN 104706
OSHA-301
Pending review by Supervisor
This form has been forwarded for review
ECN 104706
OSHA-301
Employee
Joe Employee
Organization
BUREAU OF ADMINISTRATION
Form Locked
View
Get PDF
An email has been sent to your supervisor's email account at
A digital copy of this form will be kept by ECOMP for 5 years. (Public La
You will receive email updates each time the status of this form chang
Make sure to save / print a copy for your records and note the ECN (EC
Because you are a Federal employee, now that you have filed a OSHA
using either form CA-1 or CA-2.
File CA-1 or CA-2 based on

Once the OSHA-301 has been forwarded, the employee will see it on their dashboard. They will then be given the opportunity to continue to file a CA-1 or CA-2 injury or illness claim based upon the incident documented on the OSHA-301 or exit ECOMP.

Filing a CA-1 or CA-2: Employee Portion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ECOMP Home
Employee Dashboard
File a Form
ECOMP / Employee Home / Claim Introduction
Signed in as Joe Employee | Sign Out | Account
Employee Dashboard
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About Accessibility and 508 Compliance
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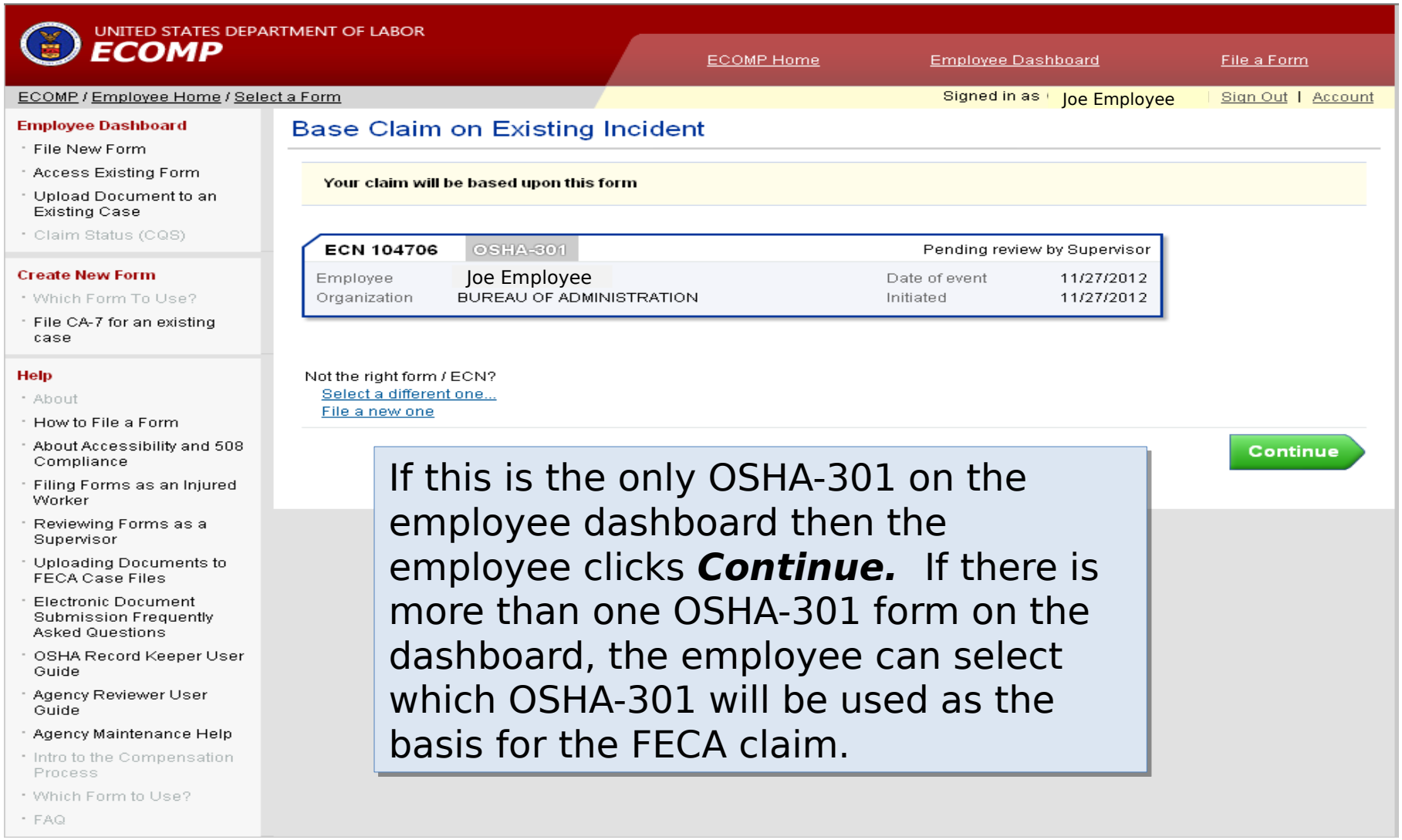
Reviewing Forms as a Supervisor
Uploading Documents to FECA Case Files
Electronic Document Submission Frequently Asked Questions
OSHA Record Keeper User Guide
Agency Reviewer User Guide
Agency Maintenance Help
Intro to the Compensation Process
Which Form to Use?
FAQ
About Forms CA-1 and CA-2
Which form should I use?
Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation), is for use by Federal employees to claim benefits under the Federal Employees' Compensation Act for a medical condition resulting from an incident or activity occurring during one work shift.
Form CA-2 (Notice of Occupational Disease and Claim for Compensation), is for use by Federal employees to claim benefits under the Federal Employees' Compensation Act for a medical condition resulting from an incident or activity occurring over more than one work shift.
How do I file the form?
The process for filing a form involves completing several form sections made up of smaller form-filing steps. These individual steps can be viewed in the navigation bar on the left. Unless otherwise noted, all of the fields in the form must be completed.
If you filed an OSHA-301, the information you entered in that form will be used to automatically fill in matching fields on the FECA form, but you should edit any of the narrative responses as needed.
The form may be saved at any time, and completed later. Once the form has been submitted, it will be reviewed by the employee's supervisor and/or the Agency Reviewer before submission to OWCP (if appropriate).
File a CA-1 or CA-2

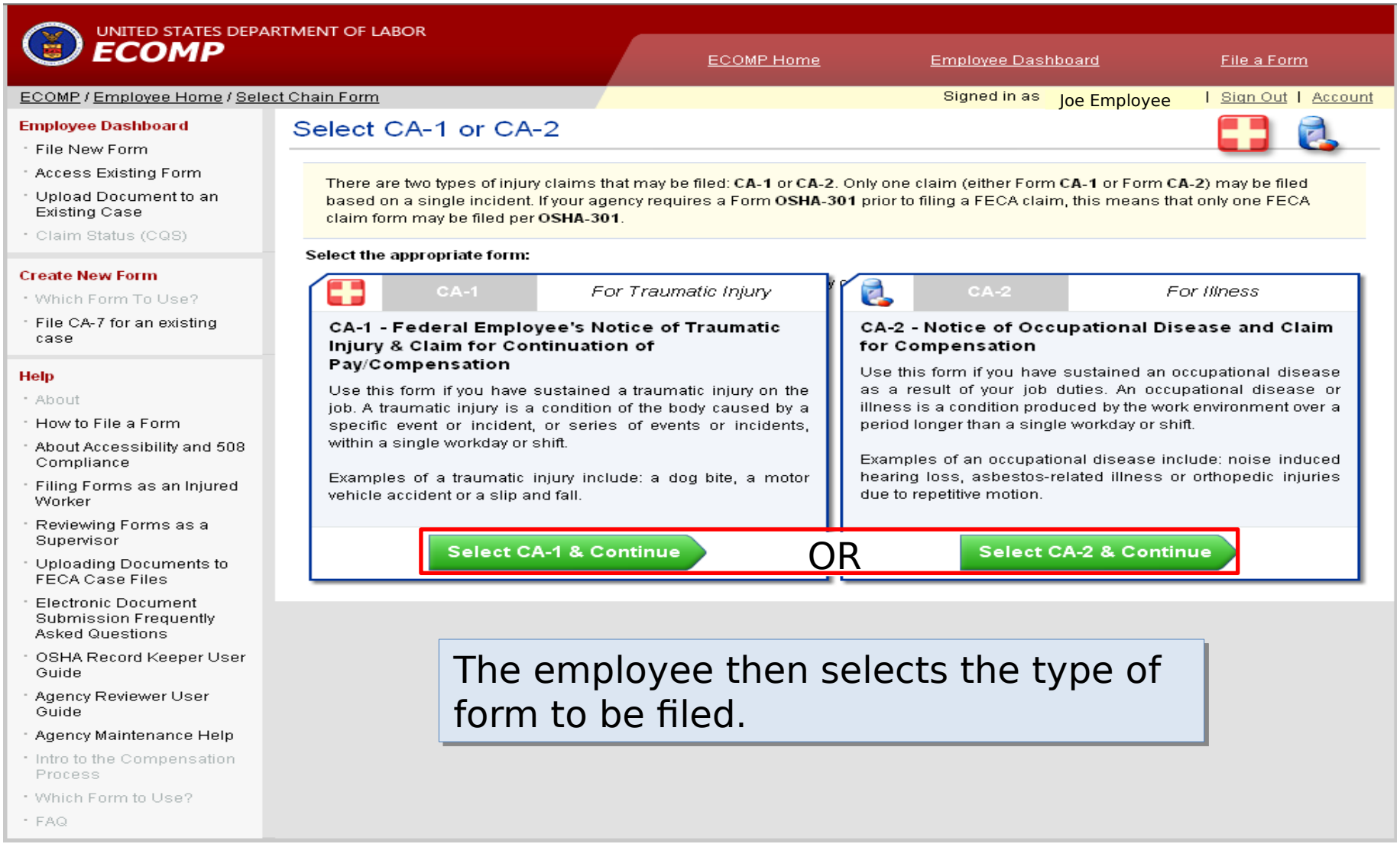
A screen will display providing information on when to file a CA-1 or CA-2 to allow the employee to file the correct form. Clicking ***File a CA-1 or CA-2*** will start the process.

Filing a CA-1 or CA-2: Employee Portion



If this is the only OSHA-301 on the employee dashboard then the employee clicks ***Continue.*** If there is more than one OSHA-301 form on the dashboard, the employee can select which OSHA-301 will be used as the basis for the FECA claim.

Filing a CA-1 or CA-2: Employee Portion


UNITED STATES DEPARTMENT OF LABOR
ECOMP
ECOMP Home
Employee Dashboard
File a Form
ECOMP / Employee Home / Select Chain Form
Signed in as Joe Employee | Sign Out | Account
Employee Dashboard
File New Form
Access Existing Form
Upload Document to an Existing Case
Claim Status (CQS)
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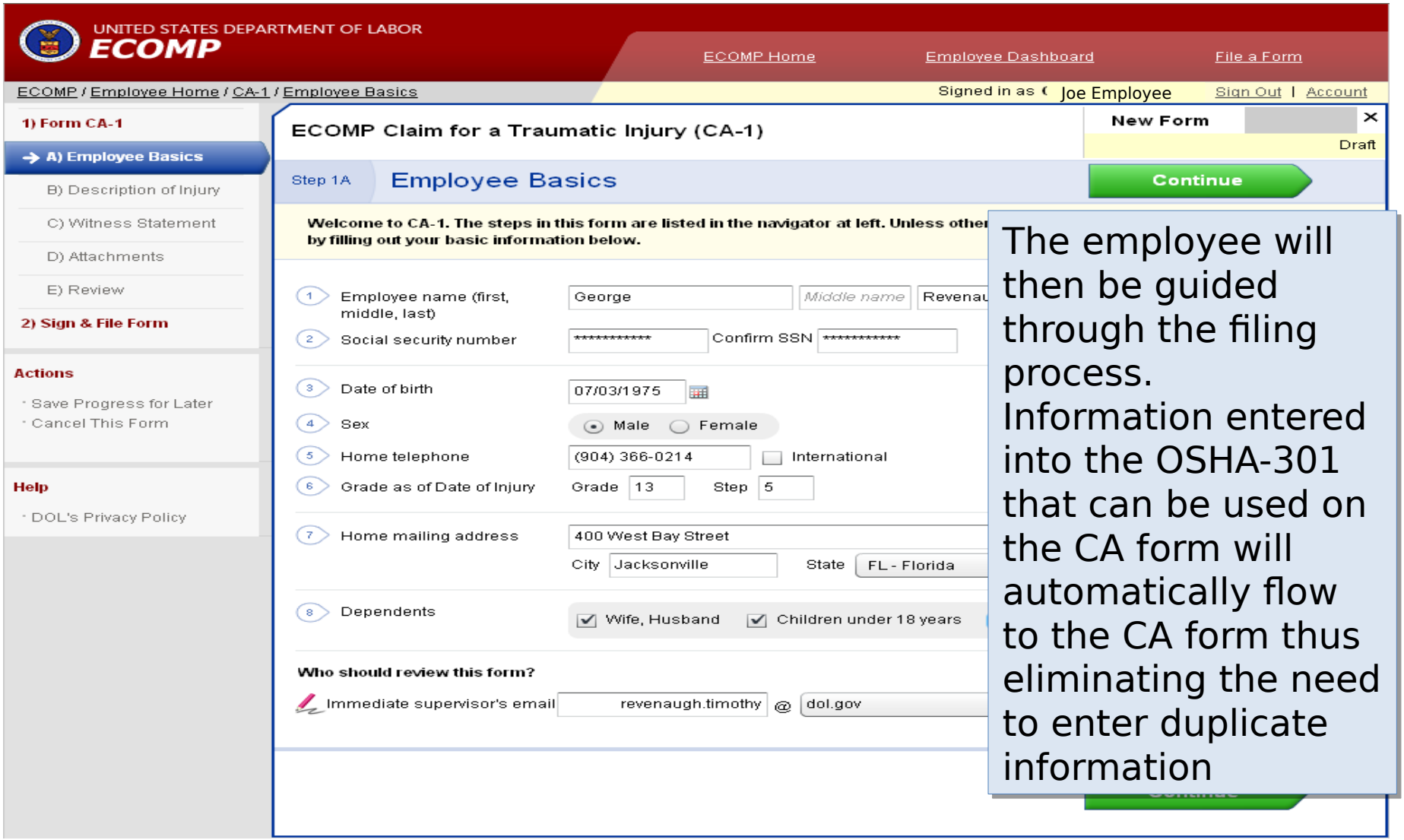
Uploading Documents to FECA Case Files
Electronic Document Submission Frequently Asked Questions
OSHA Record Keeper User Guide
Agency Reviewer User Guide
Agency Maintenance Help
Intro to the Compensation Process
Which Form to Use?
FAQ
Select CA-1 or CA-2
There are two types of injury claims that may be filed: CA-1 or CA-2. Only one claim (either Form CA-1 or Form CA-2) may be filed based on a single incident. If your agency requires a Form OSHA-301 prior to filing a FECA claim, this means that only one FECA claim form may be filed per OSHA-301.
Select the appropriate form:
CA-1
For Traumatic Injury
CA-1 - Federal Employee's Notice of Traumatic Injury & Claim for Continuation of Pay/Compensation
Use this form if you have sustained a traumatic injury on the job. A traumatic injury is a condition of the body caused by a specific event or incident, or series of events or incidents, within a single workday or shift.
Examples of a traumatic injury include: a dog bite, a motor vehicle accident or a slip and fall.
CA-2
For Illness
CA-2 - Notice of Occupational Disease and Claim for Compensation
Use this form if you have sustained an occupational disease as a result of your job duties. An occupational disease or illness is a condition produced by the work environment over a period longer than a single workday or shift.
Examples of an occupational disease include: noise induced hearing loss, asbestos-related illness or orthopedic injuries due to repetitive motion.
Select CA-1 & Continue
OR
Select CA-2 & Continue

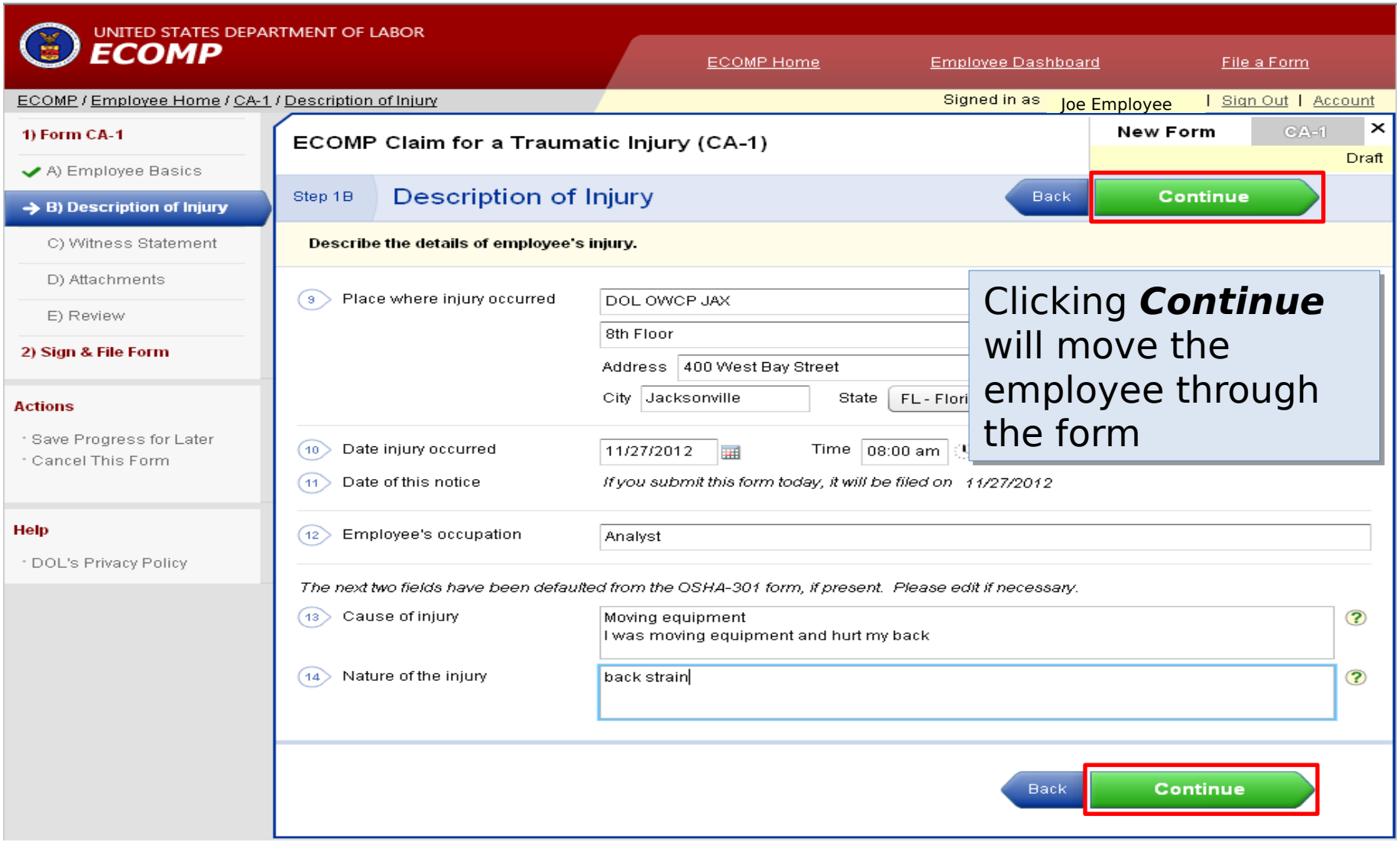
The employee then selects the type of form to be filed.

Filing a CA-1 or CA-2: Employee Portion



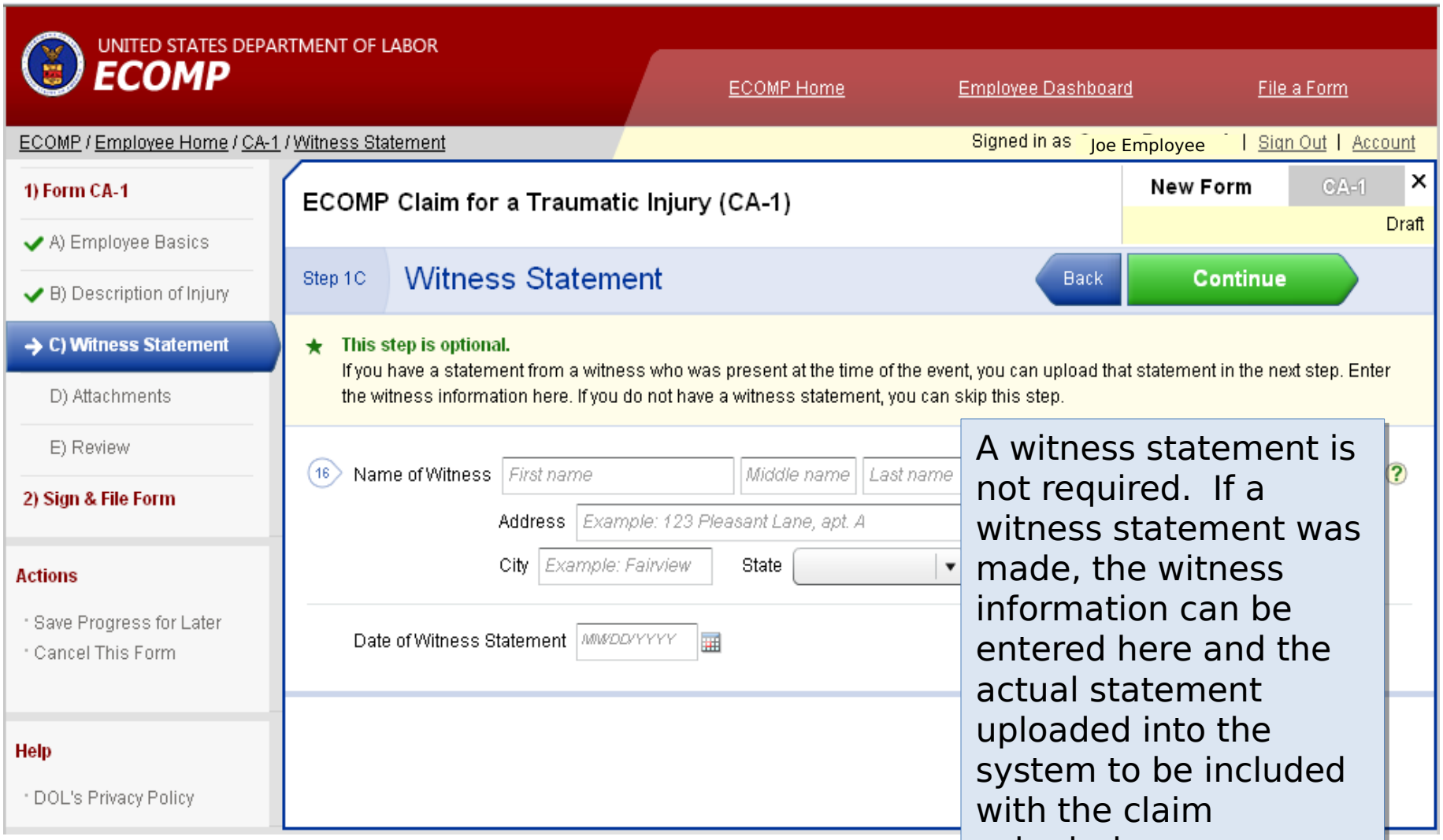
The employee will then be guided through the filing process. Information entered into the OSHA-301 that can be used on the CA form will automatically flow to the CA form thus eliminating the need to enter duplicate information

Filing a CA-1 or CA-2: Employee Portion



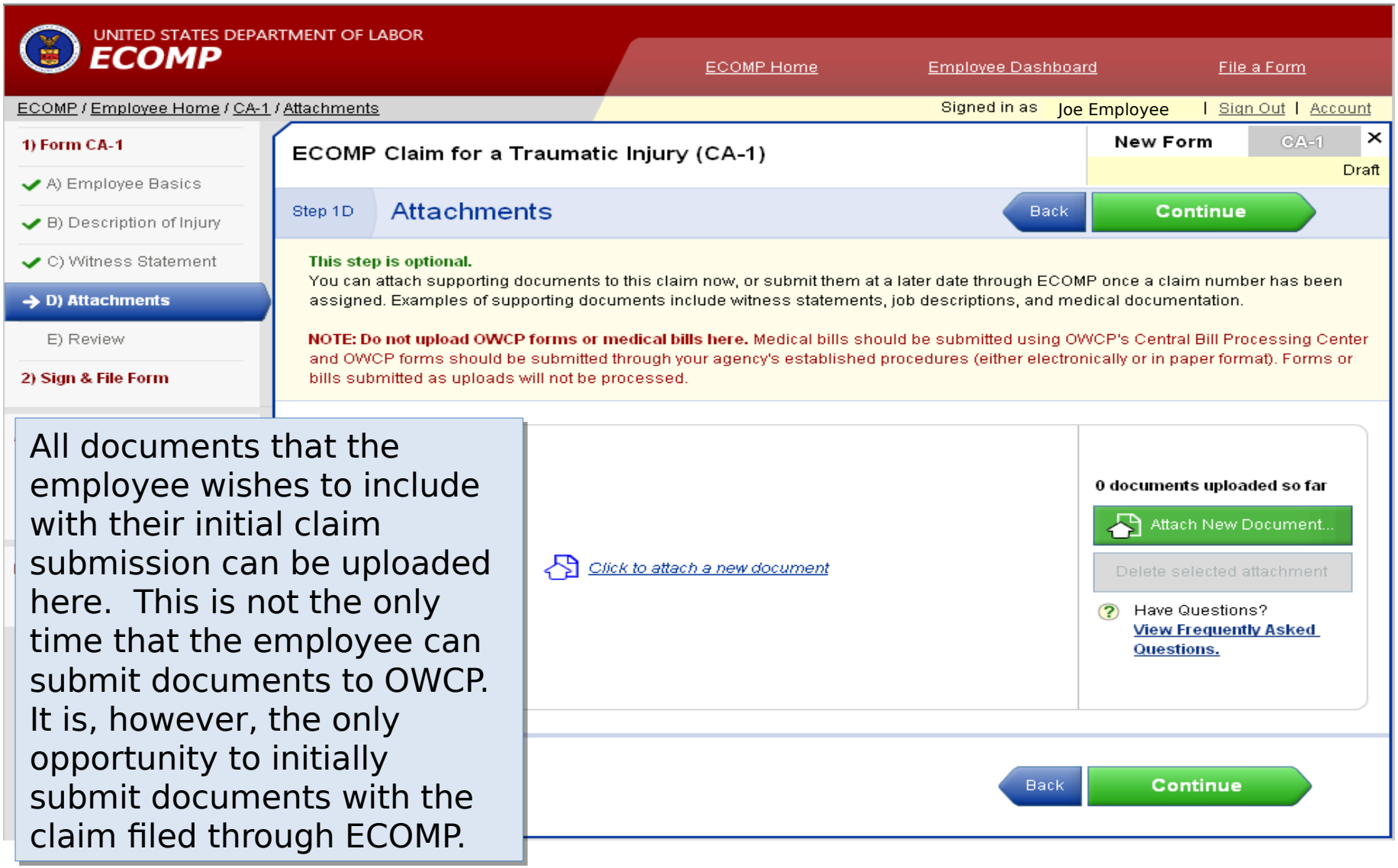
Clicking ***Continue*** will move the employee through the form

Filing a CA-1 or CA-2: Employee Portion



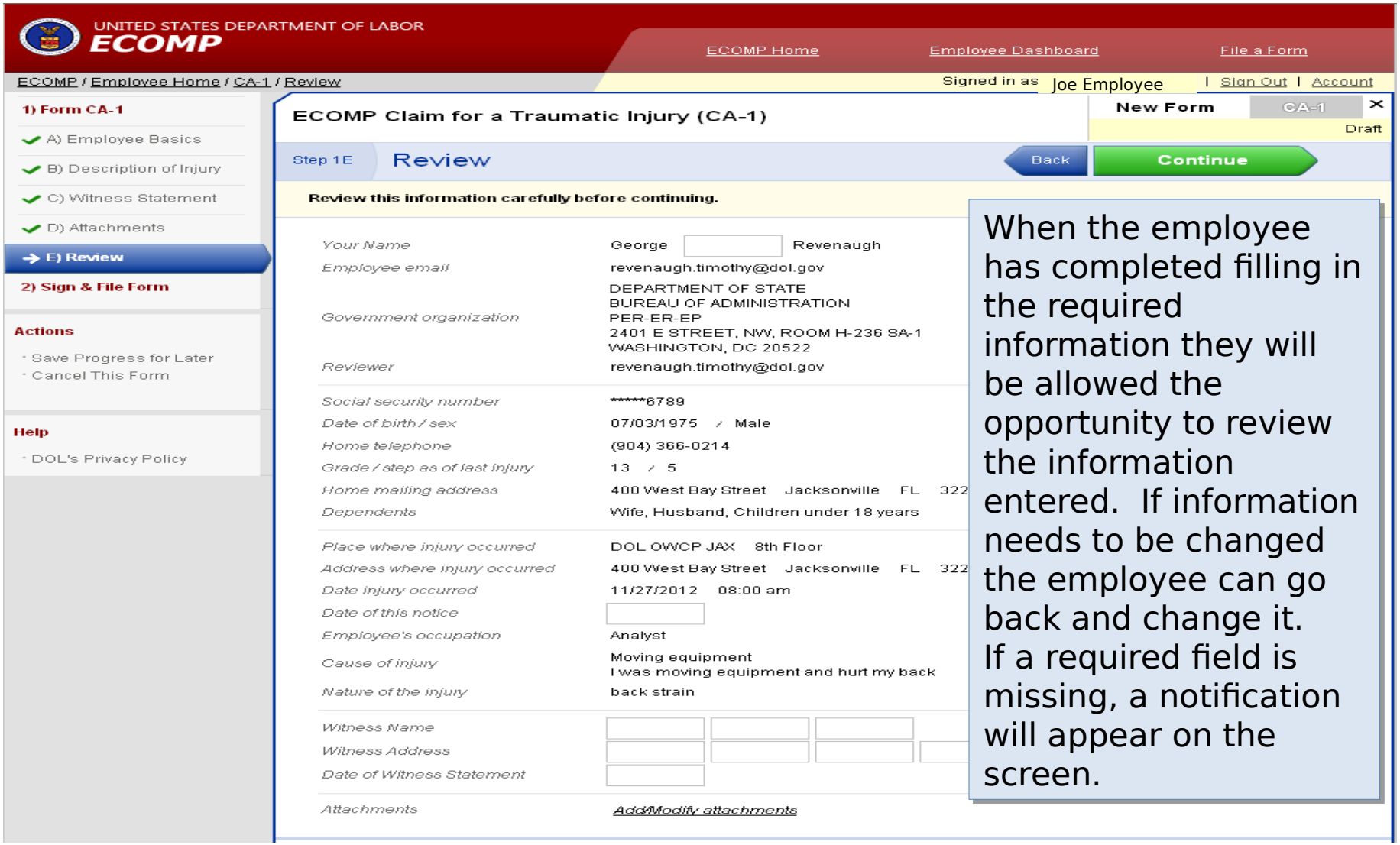
A witness statement is not required. If a witness statement was made, the witness information can be entered here and the actual statement uploaded into the system to be included with the claim submission.

Filing a CA-1 or CA-2: Employee Portion


UNITED STATES DEPARTMENT OF LABOR
ECOMP
ECOMP Home
Employee Dashboard
File a Form
ECOMP / Employee Home / CA-1 / Attachments
Signed in as Joe Employee | Sign Out | Account
1) Form CA-1
A) Employee Basics
B) Description of Injury
C) Witness Statement
D) Attachments
E) Review
2) Sign & File Form
ECOMP Claim for a Traumatic Injury (CA-1)
New Form
CA-1
Draft
Step 1D
Attachments
Back
Continue
This step is optional.
You can attach supporting documents to this claim now, or submit them at a later date through ECOMP once a claim number has been assigned. Examples of supporting documents include witness statements, job descriptions, and medical documentation.
NOTE: Do not upload OWCP forms or medical bills here. Medical bills should be submitted using OWCP's Central Bill Processing Center and OWCP forms should be submitted through your agency's established procedures (either electronically or in paper format). Forms or bills submitted as uploads will not be processed.
Click to attach a new document
0 documents uploaded so far
Attach New Document...
Delete selected attachment
Have Questions?
View Frequently Asked Questions.
Back
Continue

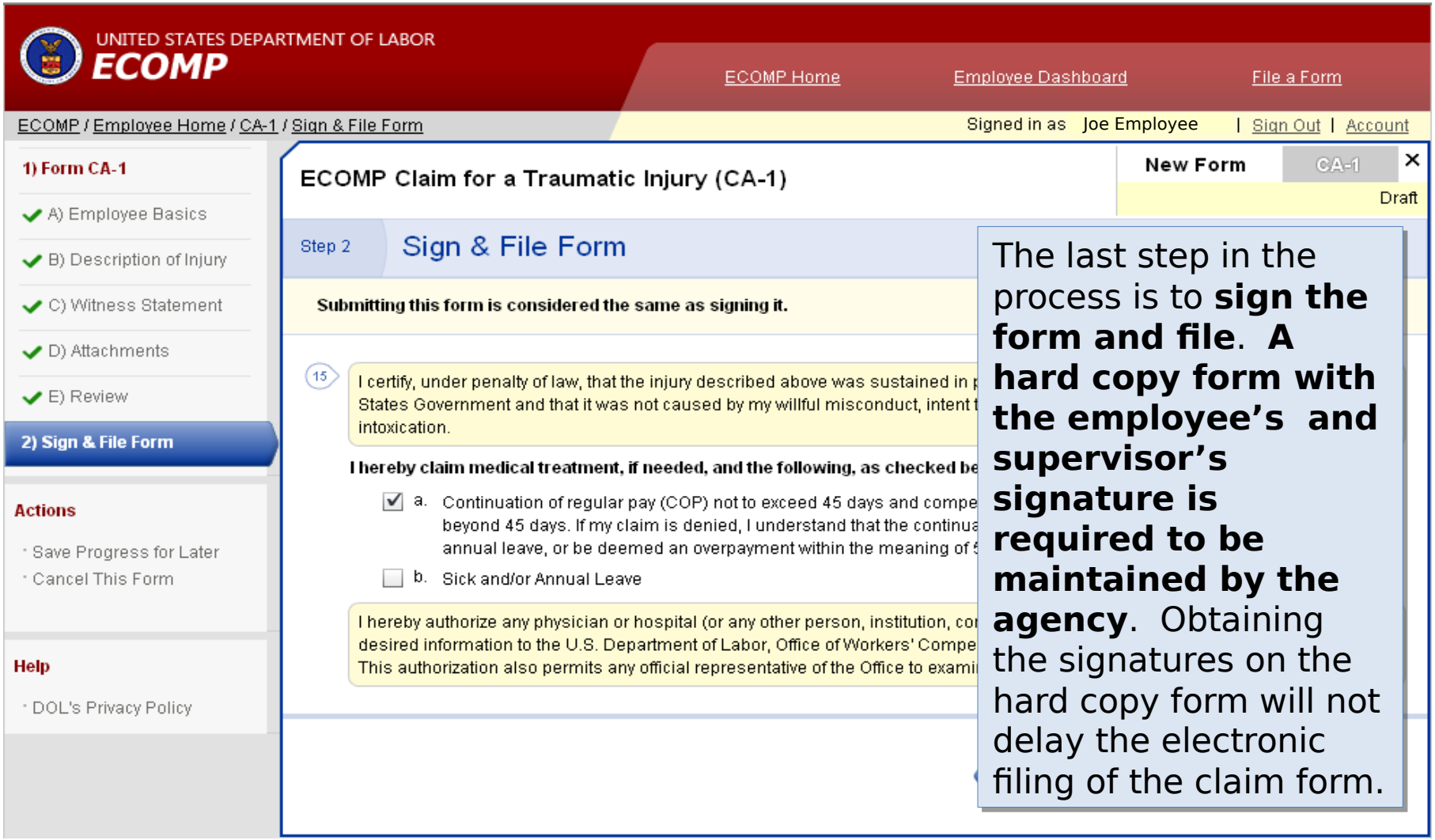
All documents that the employee wishes to include with their initial claim submission can be uploaded here. This is not the only time that the employee can submit documents to OWCP. It is, however, the only opportunity to initially submit documents with the claim filed through ECOMP.

Filing a CA-1 or CA-2: Employee Portion



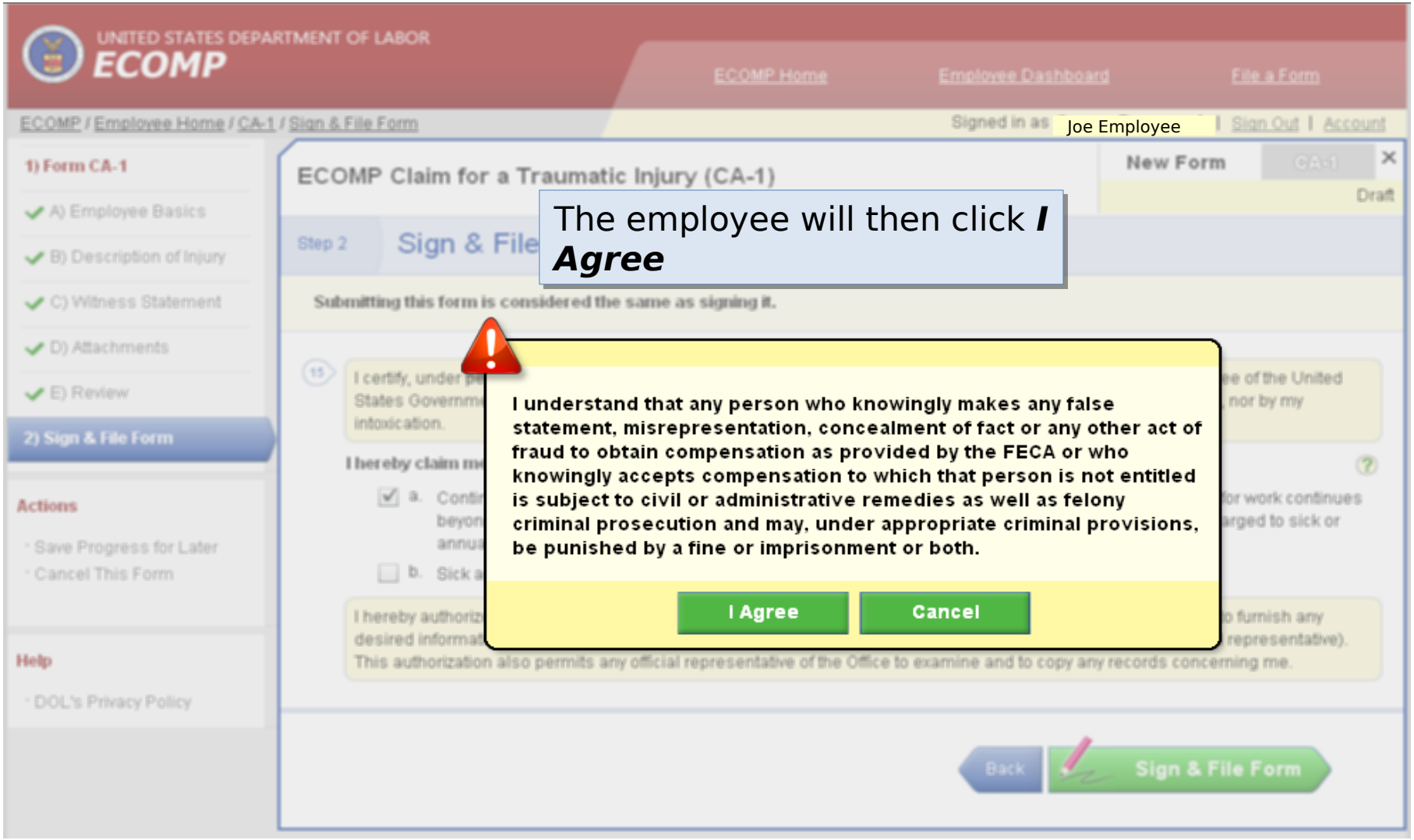
When the employee has completed filling in the required information they will be allowed the opportunity to review the information entered. If information needs to be changed the employee can go back and change it. If a required field is missing, a notification will appear on the screen.

Filing a CA-1 or CA-2: Employee Portion


UNITED STATES DEPARTMENT OF LABOR
ECOMP
ECOMP Home
Employee Dashboard
File a Form
ECOMP / Employee Home / CA-1 / Sign & File Form
Signed in as Joe Employee | Sign Out | Account
1) Form CA-1
A) Employee Basics
B) Description of Injury
C) Witness Statement
D) Attachments
E) Review
2) Sign & File Form
Actions
Save Progress for Later
Cancel This Form
Help
DOL's Privacy Policy
ECOMP Claim for a Traumatic Injury (CA-1)
New Form
CA-1
Draft
Step 2
Sign & File Form
Submitting this form is considered the same as signing it.
15
I certify, under penalty of law, that the injury described above was sustained in
States Government and that it was not caused by my willful misconduct, intent
intoxication.
I hereby claim medical treatment, if needed, and the following, as checked be
a. Continuation of regular pay (COP) not to exceed 45 days and compe
beyond 45 days. If my claim is denied, I understand that the continua
annual leave, or be deemed an overpayment within the meaning of
b. Sick and/or Annual Leave
I hereby authorize any physician or hospital (or any other person, institution, co
desired information to the U.S. Department of Labor, Office of Workers' Compe
This authorization also permits any official representative of the Office to exami

The last step in the process is to **sign the form and file**. **A hard copy form with the employee's and supervisor's signature is required to be maintained by the agency**. Obtaining the signatures on the hard copy form will not delay the electronic filing of the claim form.

Filing a CA-1 or CA-2: Employee Portion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Save Progress for Later
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Help
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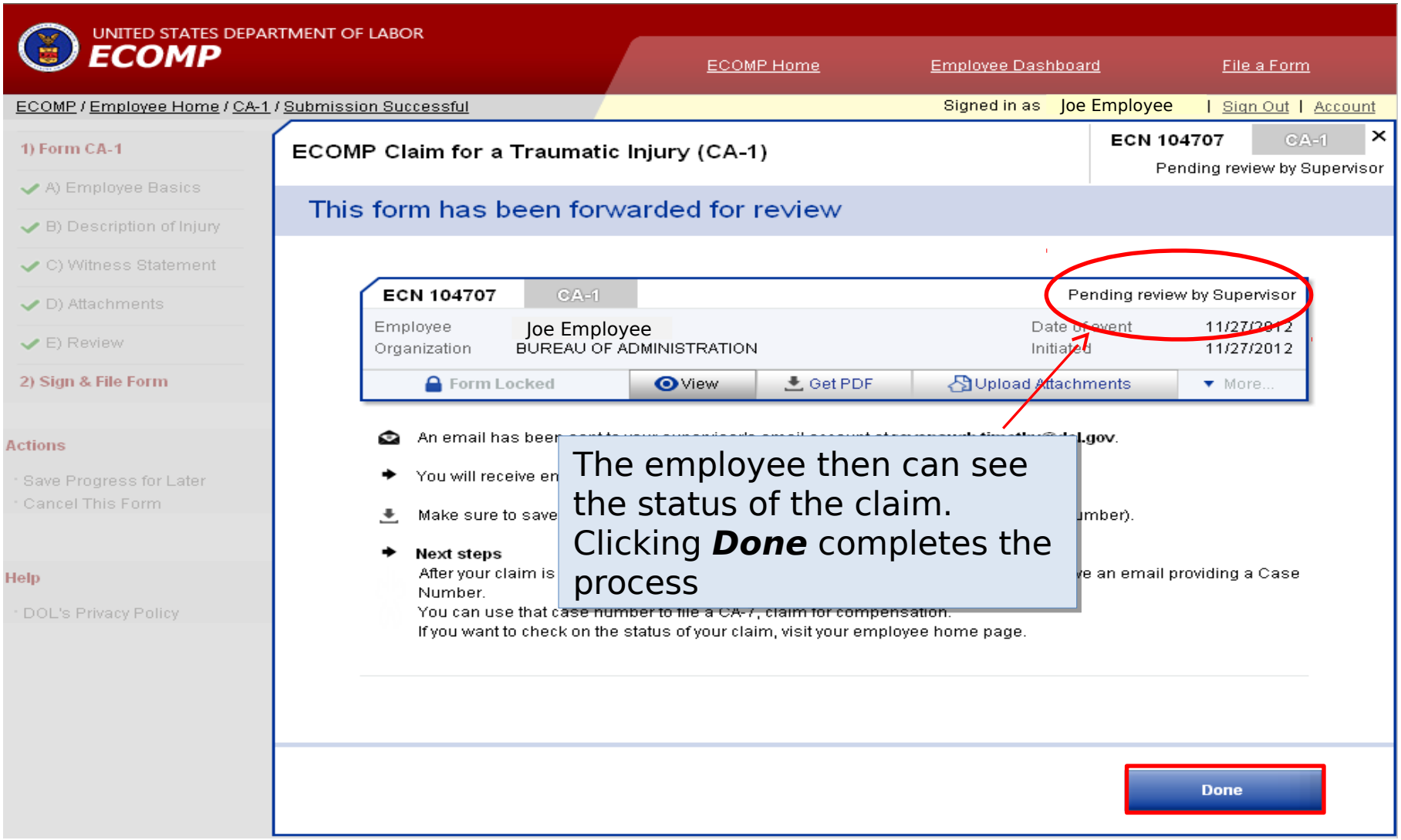
ECOMP Claim for a Traumatic Injury (CA-1)
New Form
Draft
Step 2
Sign & File
Submitting this form is considered the same as signing it.
The employee will then click I Agree
I understand that any person who knowingly makes any false statement, misrepresentation, concealment of fact or any other act of fraud to obtain compensation as provided by the FECA or who knowingly accepts compensation to which that person is not entitled is subject to civil or administrative remedies as well as felony criminal prosecution and may, under appropriate criminal provisions, be punished by a fine or imprisonment or both.
I Agree
Cancel
Back
Sign & File Form

Filing a CA-1 or CA-2: Employee Portion



The employee then can see the status of the claim. Clicking ***Done*** completes the process

Updated Employee Dashboard

UNITED STATES DEPARTMENT OF LABOR
ECOMP
ECOMP Home
Employee Dashboard
File a Form
ECOMP / Employee Home
Signed in as Joe Employee | Sign Out | Account
Employee Dashboard
File New Form
Access Existing Form
Upload Document to an Existing Case
Claim Status (CQS)
Create New Form
Which Form To Use?
File CA-7 for an existing case
Help
About
How to File a Form
About Accessibility and 508 Compliance
Filing Forms as an Injured Worker
Reviewing Forms as a Supervisor
Uploading Documents to FECA Case Files
Electronic Document Submission Frequently Asked Questions
OSHA Record Keeper User Guide
Agency Reviewer User Guide
Agency Maintenance Help
Intro to the Compensation Process
Which Form to Use?
FAQ
Employee Dashboard
You have 2 forms & claims
Each form you file will appear in this list and be assigned a unique ECOMP Control Number. Use the ECN to track the status of your ECOMP forms.
For FECA forms, the ECN will be replaced with a Case Number once the form has been submitted to OWCP. Reference the Case Number in all communications with OWCP regarding your case.
* File an OSHA-301, CA-1 or CA-2
File New CA-7 for a Case Not Listed
ECN 104707
CA-1
Pending review by Supervisor
Employee Joe Employee
Organization BUREAU OF ADMINISTRATION
Date of event 11/27/2012
Initiated 11/27/2012
Form Locked
View
Get PDF
Upload Attachments
More...
ECN 104706
OSHA-301
Form Filed - R
A claim has been filed from this form.
Employee Joe Employee
Organization BUREAU OF ADMINISTRATION
Date of event 11/27/2012
Initiated 11/27/2012
Form Locked
View
Get PDF
Upload Attachments
More...

The dashboard will now reflect all the forms filed by the employee.

Additional Training

Employee & Claimants
- File a Form
- Access Existing Form
- Claim Status (CQS)

Track Status

Case Stakeholders
- Upload Document to an Existing Case
- Agency Query System (AQS)

Reviewers
- Agency Reviewers
- OSHA Record Keepers

Administration
- Agency Maintenance
- ECOMP/DFEC Administrator

Contact ECOMP

Help
- About
- How to File a Form
- About Accessibility and 508 Compliance
- Filing Forms as an Injured Worker
- Reviewing Forms as a Supervisor
- Uploading Documents to FECA Case Files

Have you been hurt on the job?

If you are a **Federal Employee** or a **Contractor** and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.

If you are a **Federal Employee** you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing **OSHA's Form 301**, then file a claim using either form **CA-1 (for traumatic inj** you have received an of **-7 (Claim for Compens**

File Form

Need to upload a document?

Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.

Do not upload OWCP forms or medical s! Forms or bills submitted as uploads will not processed. Submit medical bills here.

Access Case & Upload Document

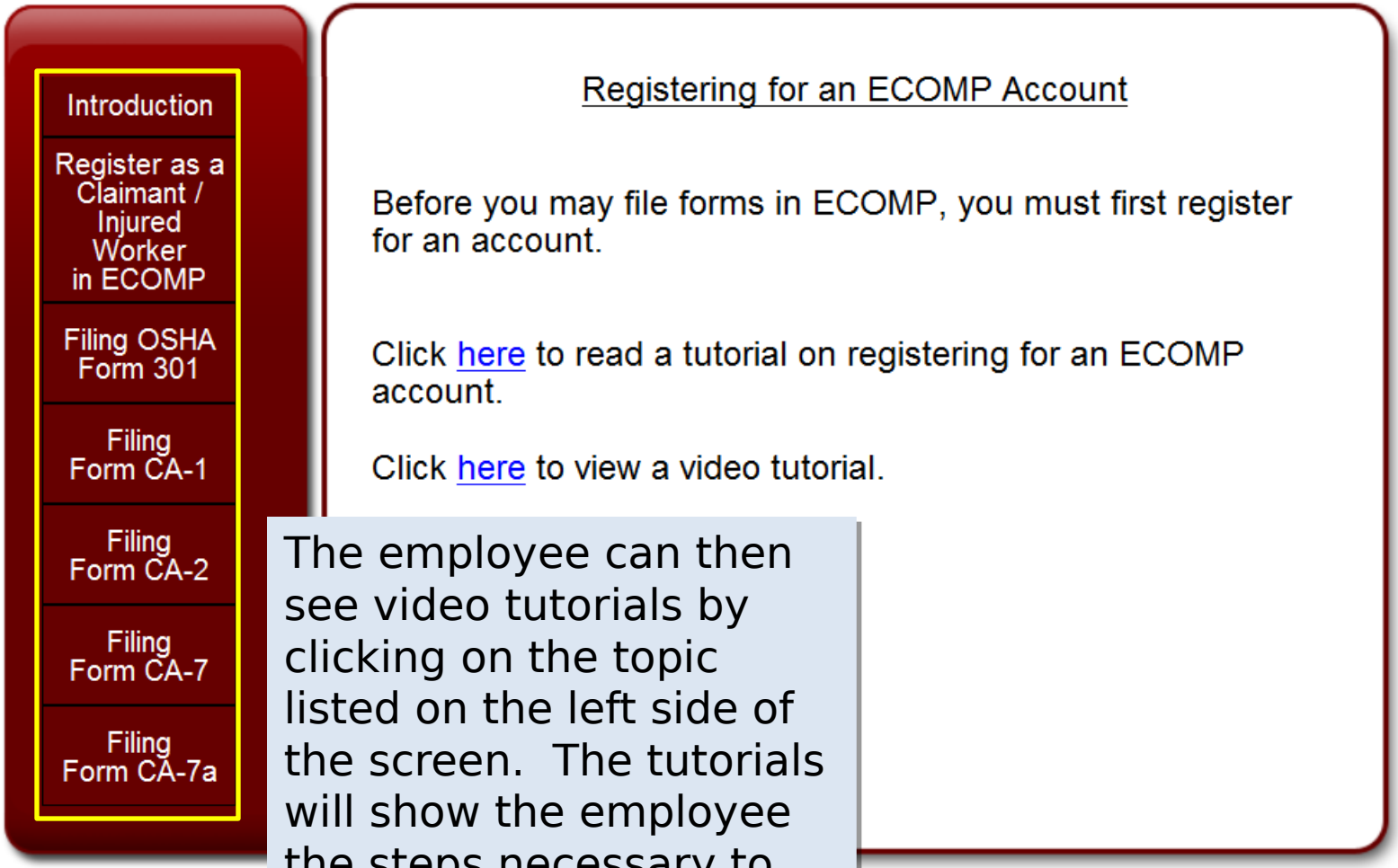
Track status of form

Enter ECN or DCN

Agency Reviewers & OSHA Record Keepers Sign In

Additional training is available for employees. To view this training click on the ***Filing Forms as an Injured Worker*** link on the ECOMP page under the **Help** section.

Additional Training


Introduction
Register as a Claimant / Injured Worker in ECOMP
Filing OSHA Form 301
Filing Form CA-1
Filing Form CA-2
Filing Form CA-7
Filing Form CA-7a
Registering for an ECOMP Account
Before you may file forms in ECOMP, you must first register for an account.
Click here to read a tutorial on registering for an ECOMP account.
Click here to view a video tutorial.

The employee can then see video tutorials by clicking on the topic listed on the left side of the screen. The tutorials will show the employee the steps necessary to perform the action and can be paused or